



State University of New York  
ERIE COMMUNITY COLLEGE

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Applications are being accepted for the Position of:

OPEN TO CSEA TRANSFERS  
#505-01-02-2007

February 1, 2007

**SENIOR CLERK TYPIST**  
(CSEA)

SOUTH CAMPUS      ASSISTANT ACADEMIC DEAN/LIBERAL ARTS

FULL-TIME/PERM/PROB      JOB GROUP IV      SALARY \$25,083

**DESCRIPTION:** The work involves the performance of typing and varied duties of a moderately difficult nature. This class differs from that of Clerk Typist by virtue of the more difficult and varied nature of the work performed by the incumbent. Work is performed under the direct supervision of a higher ranking employee. Does related work as required.

**REQUIREMENTS:** Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to understand and carry out complex oral and written instructions; ability to type from clear copy or rough draft at an average rate of speed; clerical aptitude; sound judgment; neatness; tact and courtesy; must be physically capable of performing the essential functions of the position with or without reasonable accommodation.

**MINIMUM QUALIFICATIONS:** Graduation from a standard high school or possession of a General Equivalency Diploma, including or supplemented by a course in typing, and one (1) year of office experience. Computer experience desired.

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Send cover letter referencing Job #505-01 and current resume by: February 10, 2007

Human Resources Representative

716-851-1840

Mail to: HUMAN RESOURCES  
ERIE COMMUNITY COLLEGE  
4041 SOUTHWESTERN BOULEVARD  
ORCHARD PARK, NY 14127-2199

For immediate access to ECC Application go to: [WWW.ECC.EDU](http://WWW.ECC.EDU), Go to Jobs at ECC, Click on Job Postings, Click Application, Print

Erie Community College is an Equal Opportunity Employer. Women, members of minority groups, persons with disabilities, and Vietnam Era veterans are encouraged to apply.